

**From:** Jan Ruiz [jan.ruiz@ncpublicschools.gov]  
**Sent:** Friday, September 10, 2010 2:04 PM  
**To:** MAF Contract Admin; MAF Program Contacts  
**Subject:** TLU-ENROLLED TEACHERS/SITE ADMINS - MANDATORY TRAINING  
**Attachments:** Registration-TLU General Orientation.doc; Registration - Track A.doc; Registration - Track B.doc; Registration - Track C.doc; Registration-Part II.doc; Registration-Part III-October 28.doc; Registraton-Part III-November 3.doc; Teacher \_Yearly\_CalendarTaskssts0804-10.doc; Attendance Roster Form.doc

**Importance:** High

September 10, 2010

**TO:** More at Four TLU-enrolled Teachers, Site Administrators, Local More at Four Contractors, Program Contacts, Professional Development Coordinators, and Education Specialists

**FROM:** Cindy Wheeler, Manager, Teacher Licensure Unit (TLU)

**SUBJECT:** **ACTION REQUIRED: MANDATORY TRAINING**  
**TLU-ENROLLED TEACHERS AND THEIR SITE ADMINISTRATORS**

More at Four TLU-enrolled teachers *and* their site administrators must complete training sessions to prepare teachers for the TLU process. These sessions are mandatory and include (a) 2-hour TLU General Orientation, and (b) NC Department of Public Instruction's (NCDPI) Teacher Evaluation System Training (NC State Board of Education teacher licensure policy TCP-004) (Parts I, II and III). This is the final session for 2010. Only teachers who have completed all sessions will be assigned a TLU mentor and/or evaluator.

Please read all information carefully before registering for any training session. If you have questions about this information, please contact Sharon Spigner, TLU Education Consultant ([sharon.spigner@ncpublicschools.gov](mailto:sharon.spigner@ncpublicschools.gov)). If you need help to register for these sessions, contact Jan Ruiz at 919/850.2883 ([jan.ruiz@ncpublicschools.gov](mailto:jan.ruiz@ncpublicschools.gov)) or Sharon Spigner at 980-322-7262 ([sharon.spigner@ncpublicschools.gov](mailto:sharon.spigner@ncpublicschools.gov)). Jan Ruiz will issue training credit upon completion.

#### **Space & Computer Equipment Needs for Webinars**

Each MAF contract administrator or Site Administrator who is hosting webinars for MAF waiting list teachers and their site administrators must submit an attendance roster (See Attendance Form). Local MAF contractors, program contacts, professional development coordinators and education specialists are invited to attend. *Note: If a central location is not available in your county, participants can use their own personal computers, along with a telephone or headset. Please follow the directions given in the webinar announcement/registration included with this memo.*

#### **Webinar Dates & Sessions**

##### **TLU General Orientation-2 hours**

**Please note: A TLU General 2-hour Orientation session is required of all waiting list teachers and their site administrators due to changes in the NC Department of Public Instruction teacher evaluation system, regardless of**

*whether you have completed a TLU orientation in past years. If you completed the July 21, 2010 General Orientation session you are not required to repeat this training.*

Teachers who are on the TLU wait list and their site administrators are required to complete a 2-hour **TLU General Orientation** webinar on the Teacher Licensure Process. Local MAF contractors, program contacts, professional development coordinators and education specialists are invited to attend.

Webinar	When	Time
TLU Orientation (new) (.2 CEUs or 2 contact hours)	September 16, 2010	3:00-5:00 p.m.

## NC DPI New Teacher Evaluation Process – Parts I, II and III

All participants must register and complete **three 2-hour webinars (Part I – Tracks A, B and C), Part II – one onsite 6-hour session, and Part III – Eval Review and Prep 2-hour webinar.** Use the information below to guide you in selecting the dates that you need to register for **Part I (Webinars).** Teachers and their site administrators will receive training credit after they have **attended and submitted the homework assignments for all three 2-hour webinars (Part I – Track A, B and C) and completed Parts II and III.**

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### Materials Needed for Webinars: Part I – Tracks A, B and C

All participants will need to download copies of the forms listed below from the Office of Early Learning website

- NC Professional Teaching Standards - <http://www.ncpublicschools.org/docs/profdev/standards/teachingstandards.pdf>
- BK Teacher Education Standards - [www.osr.nc.gov/TLU/PDF/tluBKstandards.pdf](http://www.osr.nc.gov/TLU/PDF/tluBKstandards.pdf)
- Tracks A, B and C Power Point Presentations- <http://www.osr.nc.gov/TLU/tluInfoforEvaluatorsasp.asp>

### Part I – New Teacher Evaluation Process – Teaching Standards Webinars (.6 CEUs or 6 contact hours)

The three webinars are mandatory for MAF waiting list teachers and all site administrators. You can register through the three attached documents.

Webinars – Tracks A, B and C	When	Time
Track A: Overview of Evaluation Process & Teaching Standard I	October 12, 2010	3:00 – 5:00 p.m.
Track B: Teaching Standards II & III	October 13, 2010	3:00 – 5:00 p.m.
Track C: Teaching Standards IV & V	October 14, 2010	3:00 – 5:00 p.m.

**\*\*You will be able to sign on as early as 30 minutes**

before each session starts to check your computer and audio (telephone, headset, etc.) connections.

### Homework Assignments for Part I – Tracks A, B and C

Teachers and site administrators are **required** to submit homework assignments **immediately after completing all three webinars.** *Type your homework responses in the text of your email.* In the subject line of your email include your name, site, county, and Track A, B or C and submit to **Jan Ruiz** ([jan.ruiz@ncpublicschools.gov](mailto:jan.ruiz@ncpublicschools.gov)).

### Part II –New Teacher Evaluation Process & Teacher Practices (.6 CEUs or 6 contact hours)

Part II is mandatory for TLU teachers and all site administrators. Local MAF contractors, program contacts, professional development coordinators and education specialists are invited to attend.

TLU teachers and their site administrators **must** register for **one** of the **Part II** sessions listed below. Please register as soon as possible as space is limited.

When	Location	Other information
October 18, 2010 9:00 – 4:00 p.m.	Guilford Child Development Center, 1200 Arlington Dr, Greensboro, NC 27406 336-369-5000	Required for all TLU teachers and their site administrators.
October 22, 2010 9:00 – 4:00 p.m.	Department of Public Instruction, 301 N. Wilmington St, Room 224 - North & South Raleigh, NC 27601 919-807-330	Required for all TLU teachers and their site administrators.

October 27, 2010 9:00 – 4:00 p.m.	West Concord Resource Center, 509 W. Concord Street, Olive Hill Room, Morganton, NC (828) 437-4482	Required for all TLU teachers and their site administrators.
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### **Agenda – Part II (onsite evaluation training)**

8:30-8:45 a.m. - Onsite registration. *We will start promptly at 9:00 a.m. so please arrive early enough to park, register and take care of your personal needs.*

9:00 a.m. - Morning Session

11:30 a.m. – Lunch Break (*you may bring your lunch, beverages, snacks and eat on the premises*)

12:45 p.m. – Afternoon Session

4:00 p.m. – Session ends

### **Part III – NCDPI-New Teacher Evaluation & Prep – Register for one of the following sessions.**

When	Location	Other information
October 28, 2010 3:00 – 5:00 p.m.	Webinar	3-5 PM
November 3, 2010 3:00 – 5:00 p.m.	Webinar	3 – 5 PM.

### **Agenda – Part III (2-Hour Webinar)**

- During this final NCDPI webinar we will
- Overview the Phases of the TLU Process.
- Review the NCDPI Teacher Evaluation Rubric rating levels **and** *examples* of teacher and child skills, behaviors and artifacts (evidence) that would support each rating level for each standard and *selected* element under the NCDPI Teacher Performance Standards.
- Discuss how child and teacher performance data collected through the observation process will provide the basis for the development and self-monitoring of the teacher's own Professional Development Plan (PDP).
- Review plan for serving teachers from the TLU waiting list
- Respond to your Questions/Comments.

### **Materials Needed for Part II**

- NC Professional Teaching Standards - <http://www.ncpublicschools.org/docs/profdev/standards/teachingstandards.pdf>
- BK Teacher Education Standards – [www.osr.nc.gov/TLU/PDF/tluBKstandards.pdf](http://www.osr.nc.gov/TLU/PDF/tluBKstandards.pdf)
- Paper, pens, pencils, sticky pad
- Notebook or folder for your materials and handouts
- Food & beverages – snacks and lunch are on your own – no food will be provided

### **Materials Needed for Part III**

- Please download and print the materials listed below for the webinar.
- OEL-TLU Teacher Calendar 2010-2011 (open and print attachment)
- Phases of the Mentoring and Evaluation Process  
<http://www.osr.nc.gov/TLU/pdf/PhasesofMentoringProcess.pdf>
- Go to “Mentor Tools and Forms” and print the following four documents
- <http://www.osr.nc.gov/TLU/tluGuidetoMentoringProcess.asp>
- 1. Teacher Checklist Year 1

- 2. Teacher Checklist Years 2 & 3
- 3. Pre-Conference Form
- 4. Post Conference form
  - Go to “Information for Mentors” and print the following form:  
<http://www.osr.nc.gov/TLU/tluInfoforMentors.asp>
- 5. Professional Development Plan
- NCDPI Teacher Evaluation System - Booklet and Rubric (reviewed during Part II Evaluation Training) - All participants who completed Part II (Day 2) NCDPI Evaluation training received this booklet that contains the Evaluation Rubric. If you do not have a copy, you may download the entire booklet <http://www.ncpublicschools.org/docs/profdev/training/teacher/teacher-eval.pdf>

#### Training Credits for completing the TLU General Orientation and Parts I, II and III – New Teacher Evaluation Process

You will receive two separate certificates upon completion of orientation and training:

- 14 contact hours or 1.4 CEUs - NCDPI Teacher Evaluation Process [Part I (3 webinars) - Tracks A, B and C (includes homework submission), Part II (onsite), and Part III (2-hour webinar)]
- 2 contact hours or .2 CEUs - TLU General Orientation

If you need help with any of this information, please contact **Jan Ruiz** at 919/850.2883 ([jan.ruiz@ncpublicschools.gov](mailto:jan.ruiz@ncpublicschools.gov)) or **Sharon Spigner** at 980-322-7262 ([sharon.spigner@ncpublicschools.gov](mailto:sharon.spigner@ncpublicschools.gov)).

We look forward to working with you this year!

Cindy Wheeler  
 Manager, Teacher Licensure Unit (TLU)  
 Office of Early Learning (PreK-Grade 3)  
 NC Department of Public Instruction  
 1110 Navaho Drive  
 Raleigh, NC 27609  
 T (919) 981-5382  
 OSR Website - [www.ncprek.nc.gov](http://www.ncprek.nc.gov)  
<http://www.ncprek.nc.gov/TLU/TLUindexNEW.asp>

CAW/sts

c: NC DPI Office of Early Learning Education Consultants & TLU Mentors and Evaluators

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